APPLICATION TO RECEIVE REIMBURSEMENT

For

TRANSPORTING PUPILS TO KENTUCKY VOCATIONAL SCHOOLS

Return to: Office of District Support Services
Capital Plaza Tower
500 Mero Street
Frankfort, KY 40601
Fax: (502) 564-7574

District Name: _____

District Number: _____

Date: _____

The above District herewith submits this application to the Office of District Support Services, Kentucky Department of Education, for approval for reimbursement for the travel costs in transporting this district's pupils during the _____ - _____ school year to the Vocational School(s) and Vocational Training Site(s) listed in Part (2) of this application.

In making this application, the above named District and the authorized representative thereof, hereby certify that the Kentucky Revised Statues and the Kentucky Administrative Regulations pertaining to reimbursement for transportation of pupils to a vocational school are known, and this district will meet the terms set forth in these statutes and regulations.

Signature: _____ Title: _____ Date:_____

DUE: SEPTEMBER 30

Reminder: If your district uses more than one driver for the same destination and the pay rates are different please list each one as a separate trip.

District Name: _____ District Number: _____

SECTION I – Transportation from High School To Vocational School								
Trip No.	From High School to Vocational School	Number of pupils to be transported per day	Total nmber days pupils to be transported per school year	Miles to vocational school or site one way	Number round trips per day	Total Daily miles bus travels to and from vocational school or site	Total hours of driver's time per day	Drivers pay rate per hour	Round trip toll road fees per day
1	From: --- To:								
2	From: --- To:								
3	From: --- To:								
4	From: --- To:								
5	From: --- To:								
6	From: --- To:								
7	From: --- To:								
8	From: --- To:								
9	From: --- To:								
10	From: --- To:								

SECTION II – Transportation From Vocational School to Vocational Training Site								
Trip Ltr.	From Vocational School to Vocational Training Site	Number of pupils to be transported per day	Total number days pupils to be transported per school year	Miles to vocational school or site one way	Number round trips per day	Total daily miles bus travels to and from vocational school or site	Total hours of driver's time per day	Drivers pay rate per hour	Round trip toll road fees per day
A	From: --- To:								
B	From: --- To:								
C	From: --- To:								
D	From: --- To:								
E	From: --- To:								
F	From: --- To:								

DUE: SEPTEMBER 30

Reminder: If your district uses more than one driver for the same destination and the pay rates are different please list each one as a separate trip.

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INSTRUCTIONS FOR COMPLETING THE VOCATIONAL APPLICATION – VT 1

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FORM VT-1   Application to Receive Reimbursement for Transporting Pupils to Kentucky Vocational Schools

FRONT SIDE: Part (1) – Fill in all blanks

REVERSE SIDE: Part (2) – Section I (note that the trips are already numbered and will need to be used on the VT-2 form later):

> (Column Two) – List all schools from which pupils are transported by each bus to a vocational school.

> (Column Three) – Show the number of pupils from each school that are expected to be transported daily to a vocational school.

> (Column Four) – Show the number of days the pupils will be transported to the vocational school.   Total days shall not exceed 175 days per school year (see 702 KAR 5:110, Section II).

> (Column Five) – Show the exact mileage one-way from the school to the vocational school.

> (Column Six) – Show the number of round trips each bus makes daily.

> (Column Seven) – Show the total miles that each bus travels daily.

SPECIAL NOTE: If pupils from more than one school are transported to a vocational school on the same bus at the same time, only the total daily mileage that the bus travels as it services these schools will be reimbursed.

> (Column Eight) – List the total hours that will be spent by the driver in transporting the pupils to and from the vocational school. The driver's time shall be rounded off to the nearest quarter hour.

> (Column Nine) – List the driver's normal hourly rate of pay (not to exceed the hourly rate paid to any other driver with the same number of years experience. (If separate drivers will be doing a trip then each should be listed, as separate trips **do not** average)

> (Column Ten) – If it is advantageous from the standpoint of time, distance or road condition for the vocational school bus to use a toll road, show the daily round-trip road cost in this column.

If the driver unloads the pupils at the vocational school, then takes the bus to another location and returns to pick up the pupils when the classes are finished, the first half of the driver's time shall start when the bus leaves the parent school farthest from the vocational school and ends when the driver reaches the point where the bus is parked until the time to make the bus trip to the vocational school to return the pupils to their parent school. The second half of the driver's time shall start when the bus leaves the point where the bus was parked and ends when the bus reaches the parent school farthest from the vocational school.

School buses which make multiple trips to the same vocational school, being driven by the same driver, will be entered only once on the application with the number of round trips entered in Column 6 under Part 2. Districts shall not be reimbursed for the vocational transportation from the parent school to the vocational school when the vocational school is on the same grounds or on adjacent grounds to the parent school or within one-half (1/2) mile of the parent school.

Reverse Side: Part (2)-Section II

Transportation from Vocational School to Vocational Training Sites:

Buses carrying students to multiple vocational training sites on the same trip should only be recorded once on the application and claim form. The mileage and driver's time will reflect all stops.

See 702 KAR 5:110 or call Office of District Support Services at (502) 564-4718 if additional information is needed.

The VT-1 form is due by **September 30** of each School year. The form should be as detailed as possible.

DUE: SEPTEMBER 30

Reminder: If your district uses more than one driver for the same destination and the pay rates are different please list each one as a separate trip.